

Information Privacy and Security Council (IPSC) Meeting Minutes

June 16, 2010

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Decasa, Meliton Jr.	Dept. of Education
Ito, Jodi (Designee)	University of Hawai'i
Kam, Geoffrey M (Designee)	City and County of Honolulu
Keane, David	Dept. of Human Resources Development
Kiley, James (Designee)	County of Hawai'i
Mau-Shimizu, Patricia	House (Senate Appointee)
Norman, Nyree (Designee)	County of Kaua'i
Stathis, Christopher - DDC Support Services	Judiciary
Tseu, Andrew	Dept. of Health
Tsuchiya, Burt	County of Hawai'i
Underwood, Susan (Designee)	County of Maui
Verkerke, Jacob	County of Maui
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department

OTHER ATTENDEES	
Name , Title	Department
Crosby, Todd – Acting IPSC Executive Director	DAGS/ICSD

I. Call to Order – Welcome

Russ Saito, Chair

The meeting was called to order at 13:03.

II. Approval of previous meeting minutes

Russ Saito

Motion to approve the minutes was made by member Shimizu and seconded by member Yong. There were no changes and the minutes were unanimously approved.

III. Reports from investigative committees

- **Executive Summary collection and report** Todd Crosby
Todd Crosby reported that no new report information has been submitted since the last meeting.
- **Distribution and collection of Agency PII annual reports and Summary Report to Legislature** Andrew Tseu
Andrew Tseu reported that no new report information has been submitted since the last meeting.
- **Collection of Agency Designees for Policy and Oversight for the Protection of Personal Information** Todd Crosby
Todd Crosby reported that no new designees have been submitted since the last meeting.
- **Investigation Of Best Practices, Automated Tools, and Training** Jodi Ito
Discussion took place on the current draft document. It was unanimously agreed that the intent of this document was that it would be a living document, to be reviewed updated periodically by the Council. It was moved by member Keane and seconded by member Ito that the document be accepted by the Council and publically posted. Motion was unanimously approved.
- **Breach Policy Guidelines & Personal Information Best Practices** David Keane
Discussion took place on the current draft document. It was unanimously agreed that the intent of this document was that it would be a living document and reviewed updated periodically by the Council. It was moved by member Ito and seconded by member Keane that the document be accepted by the Council and publically posted. Motion was unanimously approved.
- **Social Security Number Protection** Jodi Ito
Member Ito will prepare a document outlining as many issues as possible with State use of SSN by the October meeting. Member Ito proposed to use the October reporting as a starting point for the occurrences. It was discussed that if the Council needs to identify and define the proper acceptable use, we will also need to determine the mitigation strategies for what to use in the place of the SSN. Discussion took place for State Employee use that a DHRD issued Employee ID number is a good candidate. Member Ito will identify milestones for the Investigative committee and will be submitting it for Council review before the next scheduled meeting.
- **Best Practices for Digital Photocopier / Multi-Function Devices** Mel Decasa
Discussion took place over the documents that the investigative committee has developed. Chair Saito noted two deliverables that the committee needs to provide: 1) how to dispose and 2) rules for acquisition. Discussion took place over inclusion of federal audit requirements that many agencies are subject to. It was agreed that the goal for the committee is to have a draft document for review by the next meeting. Member Yong noted that they have a device that will physically destroy a drive that could be utilized in small amounts by other agencies.

IV. **Announcements / New Business**

Council

Member Ito inquired about the need for a template for breach notification. Discussion took place and members were polled if there needs to be a template - all members felt this was a good thing to be developed and that an investigative committee be formed. Member Ito will be developing and sending out the draft before the next meeting.

V. **Adjournment**

Russ Saito

A motion to adjourn was made by Chair Saito, so moved by member Decasa and seconded by member Yong. With all in favor, the meeting was adjourned at 13:55.

Next meeting date is July 21, 2010 from 1:00 PM to 4:00 PM

Respectfully Submitted,

8/9/10

Date

Russ K. Saito

Russ K. Saito, Chairperson
Information Privacy and Security Council